

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Highway Operations Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Monitors vehicular traffic in the city and provides incident management and signal timing adjustments to ensure a smooth traffic flow. Reviews signal plans and ensures proper traffic management for special events.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides traffic management by installing and testing new traffic signals, reviewing and making recommendations for new signal plans, monitoring traffic through the signal system and the camera monitors, ensuring proper traffic management for special events, and watching and listening for any potential traffic problems.
2	L	Conduct traffic analysis by inputting traffic data into specialized traffic modeling software.
3	S	Maintains traffic management system computer database and systems. Monitors performance of traffic network system devices and software.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four years in the traffic signal field.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical manuals, letters and software.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write letters.
Managerial	Managerial responsibilities include planning required data to retrieve or acquire.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At a signal cabinet
Sitting	F	Desk work
Walking	O	To work area
Lifting	F	Computers, traffic signal controllers
Carrying	F	Computers, traffic signal controllers
Pushing/Pulling	R	Cables
Reaching	R	For cables
Handling	F	Electronic equipment
Fine Dexterity	C	Computer keyboard
Kneeling	O	Working on a signal cabinet
Crouching	O	Working on a signal cabinet
Crawling	N	
Bending	O	Pulling cables, working on a signal cabinet
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Reading, computer monitor, signal system
Hearing	C	Communicating with personnel, listening to radio
Talking	F	Communicating with personnel and on radio
Foot Controls	O	Driving
Other (specify)	N	

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Hand tools, stop watch, multimeter, Computer, Windows 98, Unix, Bi-tran, Work Perfect, ArcView, Excel, Explorer, NetScape, Synchro, Outlook, Monivision

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	M	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	M	Warehouse	--
Electrical Hazards	W	Noise and Vibration	M	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	M	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety vest, hard hat

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)